

CARTERET COUNTY TRANSPORTATION COMMITTEE BYLAWS  
Revised 1-06

ARTICLE 1 - NAME

Section 1. Name. The name of this organization is the Carteret County Transportation Committee (hereinafter, the "Committee").

ARTICLE II – PURPOSES

Section 1. Purposes. Purposes for which the Committee is organized are;

- (a) To Coordinate transportation improvement for Carteret County;
- (b) To prepare the Transportation Improvement Program for Carteret County for approval by the Board of Commissioners;
- (c) To serve as the primary liaison between Carteret County, the North Carolina Department of Transportation, and the United States Department of Transportation and all other state and federal agencies on transportation planning issues in Carteret County;
- (d) To represent Carteret County in regional and statewide transportation initiatives; and
- (e) To be the primary point of contact to review information requests and other inquiries regarding transportation planning needs and future improvement in Carteret County; and
- (f) To perform such other tasks or responsibilities relating to transportation improvements in the County as the Committee so shall determine or as the Carteret County Commissioners shall direct.

ARTICLE III – MEMBERSHIP

Section 1. Appointment by County Commissioners. The membership of the Committee shall be determined from time-to-time by the Carteret County Board of Commissioners. The Committee shall serve at the pleasure of the Carteret County Commissioners except for those members appointed by the Carteret County Mayors' Association. If the same person shall hold two or more offices which are represented on the membership, the Committee member may designate someone else to represent one or more of those capacities on the Committee.

Section 2. Initial Committee Membership. The Committee shall consist initially of (fourteen) individuals. The (fourteen) individuals shall include (two) Carteret County

Commissioners, the Mayors of the Towns of Beaufort, Morehead City, and Newport, (one) mayor representing municipalities on Bogue Banks, who shall be determined by the Carteret County Mayors' Association, (one) mayor representing the Towns of Bogue, Cape Carteret, Cedar Point, and Peletier, whose members shall be determined by the Carteret County Mayors' Association, the Chairman of the Carteret County Chamber of Commerce, the Executive Director of the Carteret County Economic Development Council, the Chairman of the Carteret County Tourism Development Authority, the Director of the Port of Morehead City, the Director of the N.C. Department of Transportation Ferry Division, and (two) At-Large individuals appointed by the Carteret County Board of Commissioners, who shall serve at the pleasure of the Board of Commissioners. The (two) At-Large appointees of the Carteret County Commissioners represent different geographic areas of the County (Eastern Carteret and Western Carteret).

Section 3. Alternate Designees and Proxies. Except as hereinafter provided, in the event that a member of the Committee is unable to attend a meeting of the Committee, such member may designate an alternate to attend the Committee meeting. In the case of the Carteret County Board of Commissioners, the alternate must be another member of the Carteret County Board of Commissioners. In the case of the Mayors of Beaufort, Morehead City and Newport, they may appoint a designee. In the case of the mayors representing Bogue Banks and Bogue, Cape Carteret, Cedar Point and Peletier, the alternate must be another mayor or elected official from that group of municipalities. The At-Large appointments may nominate an alternate. That alternate then, must be confirmed by the Carteret County Board of Commissioners. In the case of the Director of the Port of Morehead City, the alternate must be a paid employee of the North Carolina Ports or a member of the North Carolina Port Authority Board of Directors. In the case of the Director of the N.C. Department of Transportation Ferry Division, the alternate must be a paid employee of the Ferry Division. In the case of the Chairman of the Carteret County Chamber of Commerce or the Executive Director of the Carteret County Economic Development Council, the alternate must be a member in good standing of such organization. In the case of the Chairman of the Carteret County Tourism Development Authority, the alternate must be another representative of the Board of Directors of the TDA. There shall be no alternates allowed for the At-Large appointments to the Committee.

Section 4. Voting. All Committee members shall be entitled to a single vote on all matters which shall come before the Committee. In order to cast a vote on any matter which shall come before the Committee, the Committee member or duly authorized designee must be physically present during the meeting to cast a vote; no ballot or proxy voting shall be permitted. All alternates permitted as described in Section 3 above shall be entitled to vote as though they were a member of the Committee. All decisions shall be a majority vote. The Chair and Vice Chair of the Committee shall be entitled to vote on all matters which shall come before the Committee. In the event of a tie vote, the Chair of the Committee shall decide the action of the Committee.

Section 5. Advisory Body. The Committee shall be advisory only. The Committee shall make recommendations to the Carteret County Commissioners and the municipalities and other organizations in the County, as appropriate. The Committee shall have no

authority to bind the Carteret County Commissioners or the councils of any Carteret County municipality or any other organization or association in the County. The Committee shall update the Board of Commissioners at least twice a year.

Section 6. Additional Ex-Officio Members. The Committee shall be authorized to designate additional non-voting, ex-officio members to the Committee, which may include representative of the North Carolina Board of Transportation, or the North Carolina Department of transportation, Carteret County Legislators, Carteret County Manager or others who shall be determined at the discretion of the Committee.

#### ARTICLE IV – MEETINGS AND NOTICES

Section 1. Meetings. The Committee shall meet not less than quarterly and may meet at such other times as shall be determined by the membership of the Committee. Members must attend at least (fifty percent) of the meetings in one calendar year.

Section 2. Notices. The meeting notice shall be given not less than (forty eight) hours prior to the meeting. Notices may also be given by mail, fax, electronic notification, or by telephone. Notices will be listed in the Carteret County News-Times.

Section 3. Open Meetings. The meetings of the Committee shall be open to the public, and notices of all meetings shall be given to all area media representatives at the time notices are given to the members of the Committee.

Section 4. Quorum. A quorum shall consist of (eight) voting members of the Committee. If a quorum is present at the beginning of the meeting, the departure of one or more members of the Committee shall not affect the validity of votes cast at such meeting.

#### ARTICLE V. – OFFICERS

Section 1. Election. The Committee shall have a chair, a vice-chair, and a secretary/treasurer. The Committee may have such other officers as shall be determined appropriate from time-to-time. The chair and vice-chair of the Committee shall be elected by the membership of the Committee. The chair and vice-chair shall be elected for (one) year terms or until their successors shall be named by the Committee. There is no limit on the number of consecutive one-year terms which can be served by the chair or the vice-chair. The secretary/treasurer of the Committee shall be the Assistant Director of the Carteret County Economic Development Council. The secretary/treasurer shall not be entitled to vote on matters which come before the Committee.

Section 2. Duties of Officers. The chair of the Committee shall preside over all meetings of the Committee and shall be the official spokesperson of the Committee. The chair shall be responsible for coordinating all activities of the Committee and coordinating all agendas of the Committee. The vice-chair shall have all the duties and responsibilities of the chair in the absence of the chair. The secretary/treasurer shall take and prepare minutes of all of the meetings of the Committee. The

secretary/treasurer shall also coordinate with Carteret County on all matters which require expenditures of funds in support of Committee activities.

Section 3. Staff. The staff support for the committee shall be provided by the Carteret County Economic Development Council.

#### ARTICLE VI – FINANCIAL MANAGEMENT

Section 1. Budget. The Committee shall have no budget and shall not have any direct control over money.

Section 2. Bank Accounts. The Committee shall have and maintain no bank account in its name.

Section 3. Financial Assistance. Carteret County shall serve as the fiscal agent of the Committee. In the event that any activity of the Committee requires financial assistance, the Committee shall seek financial assistance from third parties, which may include Carteret County, one or more municipalities, other county agencies or organizations, or the private sector. All routine expenses associated with the preparation of meeting materials and the mailing of notices shall be the responsibility of the Carteret County Economic Development Council.

#### ARTICLE VII – AMENDMENTS/ENACTMENT

Section 1. Amendments Affecting Membership. All provisions of these bylaws which affect the identity and appointment structure for the permanent membership of the Committee shall be amended only by the affirmative vote of the Carteret County Commissioners. All other provisions of this agreement may be amended by the affirmative vote of the majority of the Committee.

The foregoing Carteret County Transportation Committee Bylaws were adopted on January 10, 2005.

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Lynda Clay, Chair  
Carteret County Board of Commissioners